**Works Cited: Quick Reference**Based on the *MLA Handbook for Writers of Research Papers, Fourth Edition***TIPS:**If the first required item (usually the author) is missing from your source, start with the next required item (usually the title). This happens a lot with websites.  
If there are more than three authors or editors, list only the first one followed by et al. (meaning *and others*). Example: Brown, Nancy, et al.  
Be sure to do the punctuation, underlining and spacing the same as the examples.  
Put a colon ( : ) between the title and subtitle.  
Always follow a colon or a period with two spaces.  
Sources are always cited alphabetically.  
Remember: A Works Cited document only lists the sources that you actually used, and a Bibliography lists all of the sources that you researched.  
  
  
**WORK BY A SINGLE AUTHOR  
  
Structure**Author’s Last Name, Author’s First Name. Title. Place of Publication: Publisher, Copyright Ddate.  
  
**Example**Smith, John. Space: The Greatest Expanse in the Universe. New York: Harper Collins, 2003.  
  
  
**WORK BY TWO OR THREE AUTHORS  
(USE COMMAS TO SEPARATE NAMES)  
  
Structure**First Author’s Last Name, First Author’s First Name, and Second Author’s Full Name. Title. Place of Publication: Publisher, Copyright Date.  
  
**Example**Smith, John H. and Mary L. Lamb. Space: The Greatest Expanse in the Universe. New York: Harper Collins, 2003.  
  
  
**WORK BY A SINGLE EDITOR  
  
Structure**Editor’s Last Name, Editor’s First Name, ed. Title. Place of Publication: Publisher,  
Copyright Date.  
  
**Example**Smith, John, ed. Space: The Greatest Expanse in the Universe. New York: Harper Collins, 2003.  
  
  
**GENERAL ENCYCLOPEDIAS (WORLD BOOK, BRITANNICA, ETC.)  
  
Structure**Author’s Last Name, Author’s First Name. "Article Title." Name of Encyclopedia.  
Edition Year.  
  
**Example**Smith, John. "Space." World Book Encyclopedia. 2000 ed.  
  
  
**SUBJECT SPECIFIC ENCYCLOPEDIA (CURRENT BIOGRAPHY,  
ENCYCLOPEDIA OF RELIGION, ETC.)  
  
Structure**Author ‘s Last Name, Author’s First Name. "Entry Title." Encyclopedia Title.  
Editor of Encyclopedia. Volume Number. Place of Publication: Publisher,  
Copyright Date.  
  
**Example**Smith, John. "Albert Einstein." Great Scientists: A Collection of Literary Biographies. Ed. Mary Lamb. Vol. 2. New York: Harper Collins, 2003.  
  
  
**DICTIONARIES AND ALAMANACS  
  
Structure**"Word or section title." Title of Source. Place of Publication: Publisher, Copyright  
Date.  
  
**Example**"Astonishment." Webster's Sixth New International Dictionary of the English Language. Springfield, MA: G & C Merriam, 2000.  
  
  
**MAGAZINES (HARD COPY OR MICROFICHE)  
  
Structure**Author’s Last Name, Author’s First Name. "Article Title." Magazine Title. Issue  
Date: page number(s) of article.  
  
**Example**Smith, John. "Writing Research Papers: How to Write the Best Paper of Your Class." Writer’s Magazine. Jan. 2002: 23-24, 27-30.  
  
  
**NEWSPAPERS  
  
Structure**Author’s Last Name, Author’s First Name. "Newspaper Article Title." Newspaper  
Issue Date: page number(s) of article.  
  
**Example**Smith, John. "Local School Helps Students Write Better Papers." LA Time  
15 October. 2001: D12.  
  
  
**ELECTRONIC OR ONLINE SOURCES  
CD-ROM ENCYCLOPEDIA  
  
Structure**Author’s Last Name, Author’s First Name. "Article Title." Name of CD-ROM  
Encyclopedia. CD-ROM. Publisher. Copyright Date.  
  
**Example**Smith, John. "The Universe." Grolier Electronic Encyclopedia. CD-ROM. Grolier. 2002.  
  
  
**INTERNET - WORLD WIDE WEB  
  
Structure**Author ‘s Last Name, Author’s First Name. *Title of Web Page*. [Online] Available Protocol: URL of specific site, date of document or download.  
  
**Example**Lane, Sarah. *The Nuts And Bolts of College Writing*. [Online] Available at: http://www.classbrain.com/artteensb/publish/article\_94.shtml, 9 May. 2003.  
  
  
**IMAGES, CHARTS, ETC.  
  
Structure**Artist if Available. Description or Title of Image." Date of image. Online image. *Title of Larger Site.* Date of download. <URL>.  
  
**Example**Beck, Beth. "The Earth And Moon From Mars." 3 June 2003. Online image. *NASA.* 9 June. 2003. <http://www.nasa.gov/multimedia/imagegallery/image\_feature\_56.html>.  
  
  
**VIDEOTAPES & DVDs  
  
Structure***Title.* Director, Producer, and/or Writers. Medium. Distributor, Year.  
  
**Example***Space.* John Smith, A&E, Beth Beck. DVD. A&E, 1999.  
  
  
**INTERVIEWS  
  
Structure**Last Name of person being interviewed, First Name. Interview format  
(telephone, personal, etc.). Date of interview.  
  
**Example**Smith, Mary. Telephone Interview. 14 June 2003.